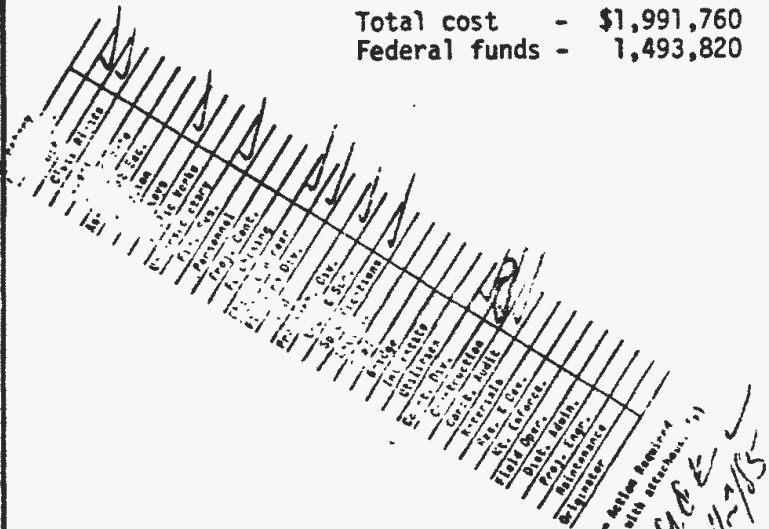


ENGINEERING DIRECTIVES AND STANDARDS

Volume : III Effective Date :
Chapter : 1 Revision Date : 08/18/1986
Section : 1 Subject : **CODING ENGINEERING CHARGES**
Directive : 5

1. **PURPOSE.** The purpose of this directive is to establish a uniform procedure for coding engineering charges by field engineering gangs.
2. **SCOPE.** This directive contains information to aid in the proper coding of construction costs by field engineering gangs, for all projects.
3. **PROCEDURE.** All construction costs are to be coded as follows.
 - A. Before authorization is received to charge time to construction activities:
 - (1) Function 096 will be used for all work performed, except running line for and staking right-of-way.
 - (2) Function 122 will be used for staking right-of-way for the purpose of acquisition and/or revision of right-of-way. This function should be charged to a right-of-way project number.
 - B. After authorization is received to charge time to construction activities:
 - (1) Function 208 will be used for all survey activities.
 - (2) Function 233 will be used for all inspection.
 - (3) Function 242 will be used for all office work.
 - (4) Function 243 will be used for project management, by project engineers and principal assistants.
 - (5) Function 246 will be used for time spent in receiving training, when it can be anticipated which projects the training will benefit. If there are several projects that the training will benefit, the time charged to each will be prorated based on the size of the project.
 - C. When time is spent on non-project related work, Function 920 will be used. However, most time is related to a project, directly or indirectly, and function 920 is rarely applicable.
 - D. Engineering charges on Federal-Aid Projects are eligible for federal reimbursement beginning with the date of authorization/approval by the Federal Highway Administration, as indicated on Form PR-1240 (See Attachment A). Charges to a project before the authorization/approval date are ineligible for federal reimbursement.
 - E. Care must be taken to use the correct project number when coding engineering charges. A preliminary engineering project number must be used when coding preliminary engineering work. A right-of-way project number must be used when coding right-of-way engineering or utility relocation work. A construction project number must be used when coding construction engineering work. Some projects will have only one project number for all of the expenditure classifications. Others will have one project number for each of the three classifications. The project engineer is responsible for seeing that the correct project number is used for the work being done.
4. **OTHER ISSUANCES AFFECTED.** This memorandum replaces EDSM NO. 111.1.1.5, dated June 15, 1981. All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.
5. **EFFECTIVE DATE.** This directive will become effective immediately upon receipt.

P. J. FREDERICK
DOTD CHIEF CONSTRUCTION ENGINEER

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION		1. FEDERAL-AID PROJECT NO. M-0382(005)
LETTER OF APPROVAL AND/OR AUTHORIZATION		2. STATE PROJECT NO. 77-05-29
3. FROM J. N. McDonald, Division Administrator Federal Highway Administration Baton Rouge, Louisiana	4. PROGRAM NO. W-36 5. ITEM NO. 96183	2A. COUNTY NAME East Baton Rouge
6. TO Robert G. Graves, Secretary Department of Transportation and Development Baton Rouge, Louisiana		
7. DATE AUTHORIZATION EFFECTIVE December 21, 1984	8. FEDERAL ROUTE NUMBER FAU-0382	9. STATE ROUTE NUMBER LA-73
10. GENERAL LOCATION Jefferson Highway from Brentwood Dr. to Drusilla Lane		
11. GENERAL DESCRIPTION OF WORK Reconstruction, consisting of upgrading to a five-lane facility including grading, subsurface drainage and paving.		
12. YOU ARE AUTHORIZED TO PROCEED WITH THE WORK CHECKED BELOW		
<input type="checkbox"/> PRELIMINARY ENGINEERING TO DETERMINE LOCATION ONLY <input type="checkbox"/> PRELIMINARY ENGINEERING FOR CONTRACT PLAN PREPARATION <input type="checkbox"/> ACQUISITION OF RIGHT-OF-WAY <input checked="" type="checkbox"/> CONSTRUCTION - ADVERTISE FOR RECEIPT OF BIDS <input type="checkbox"/> CONSTRUCTION PROCEED ON AN AGREED PRICE AND/OR FORCE ACCOUNT BASIS <input type="checkbox"/> OTHER (Specify)		
13. REMARKS Total cost - \$1,991,760 Federal funds - 1,493,820 (75%) 		
14. DATE 12-21-84	15. SIGNATURE OF APPROVING OFFICIAL K. A. Perret <i>K. A. Perret</i>	16. TITLE Project Development Engineer